

Sample Calculations Sheet

Example 1: Proposal to enroll in distance learning program at an accredited university.

1. Itemized Breakdown of Reimbursable Program Expenses (i.e. course titles, book titles, technology fees, etc):

Online course fees-Fall Term	\$1,333
Online course fees-Spring Term	\$1,333
Online course fees-Summer Term	<u>\$1,334</u>
Total Reimbursable Program Expenses	\$4,000

2. Figure minimum amount of Applicant Responsibility:
Total Reimbursable Program Expenses x 25% Applicant Responsibility
($\$4,000 \times 25\% = \$1,000$)
Subtract from Total Reimbursable Program Expenses.

Total Reimbursable Program Expenses	\$4,000
Less 25% Applicant Responsibility	<u>\$1,000</u>
Balance	\$3,000

3. Subtract Requested Fellowship Amount. Maximum allowable is \$2,500. Note that the final Fellowship Amount awarded may be any amount up to \$2,500 and would not necessarily be the full amount of \$2,500.

Balance	\$3,000
Maximum allowed Fellowship Amount	<u>\$2,500</u>
Remaining Balance/Additional Self-Funded Cost	\$ 500

Applicant's own total cost would be:
 $\$1,000(25\% \text{ Applicant Responsibility}) + \$500 (\text{Remaining Balance}) = \$1,500$

Example 2: Proposal to enroll in a certificate study for program management at an accredited U.S. university.

1. Itemized Breakdown of Reimbursable Program Expenses. This study program takes place during the Fall Term.

Fees-Fall Term	\$1,350
Books	<u>\$ 150</u>
Total Reimbursable Program Expenses	\$1,500

2. Figure minimum amount of Applicant's Responsibility:
Total Reimbursable Program Expenses x 25% Applicant Responsibility
($\$1,500 \times 25\% = \375)

Subtract from Total Reimbursable Program Expenses.

Total Reimbursable Program Expenses	\$1,500
Less 25% Applicant Responsibility	<u>\$ 375</u>
Balance	\$1,125

3. Subtract Requested Fellowship Amount. Note: The balance amount is under \$2,500 and therefore the maximum Fellowship Amount would be up to \$1,125.

Balance	\$1,125
Maximum allowed Fellowship Amount in this scenario - up to	<u>\$1,125</u>
Remaining Balance/Additional Self-Funded Cost	\$ 0

Applicant's own total cost would be:

$$\$375 \text{ (25\% Applicant Responsibility)} + 0 \text{ (Remaining Balance)} = \$ 375$$

Note: All applicants should make sure that the minimum Fellowship Amount requested is at least \$1,000. See this example below.

Example 3: Proposal to enroll in a class to become a certified Yoga teacher at a local, accredited institution.

1. Itemized Breakdown of Reimbursable Program Expenses

Class fee	<u>\$1,000</u>
Total Reimbursable Program Expenses	\$1,000

2. Figure minimum amount of Applicant's Responsibility:
Total Reimbursable Program Expenses x 25% Applicant Responsibility
(\$1,000 x 25% = \$250)
Subtract from Total Reimbursable Program Expenses

Total Reimbursable Program Expenses	\$1,000
Less 25% Applicant Responsibility	<u>\$ 250</u>
Balance	\$ 750

This amount is under \$1,000 and therefore not eligible for a Professional Development Fellowship. The minimum Fellowship Amount needs to be at least \$1,000.